

Appendix H

Unit Pre-Execution Checklist

THE ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST

The purpose of this document is to assist the unit in preparing soldiers for school attendance, while providing one single document, with appropriate attachments, for the training institutions. This checklist will be completed by appropriate unit personnel and verified and signed by the unit commander. Soldiers reporting for training must have a signed pre-execution checklist in his/her possession. Soldiers reporting for training without the checklist signed by the soldier and unit commander will be given seventy-two hours from the report date to provide the checklist with appropriate attachments. Soldiers attending IDT courses will be given until Saturday of the second MUTA-4 to provide the completed checklist.. After this time, soldiers will be returned to their unit.

NAME: _____ **SSN:** _____

typed or printed

UNIT: _____ **DOR :** _____

COURSE TITLE: _____ **START DATE:** _____

1st line leader initials	Soldier's initials	PART-I -- Pre-execution (D-90 to D-1)
		Coordination between customer unit and TASS unit to identify the soldier by name?
		Soldier in receipt of school/course information?
		Read ahead packets/prerequisite testing complete? (if applicable)
		All required clothing/equipment IAW school/course info packet
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school. () (as required)
		Soldier meets standards of AR 600-9?
		Transportation requirements completed?
		Adequate cash/traveler checks/Government Credit Card?
		Individual orders received?
		School Mailing address/Telephone numbers received? (for family)
		Ten (10) copies of orders
		Transportation verified/approved (ticket picked up)
		Current/valid identification card
		ID tags (1 pair), Army Value Card/Tag
		If applicable: Soldier requiring corrective lenses has a set of military prescription eyeglasses and protective mask inserts.
		_____ Notify soldier of requirement to take APFT and be weighed, as required.
		Soldier has in their possession a copy of their ERB.

Unit POC List:

CDR B: () H: () _____

1SG: B: () H: () _____

FTM: B: () H: () _____

Unit FAX: () _____ Unit Email _____

Army personnel must meet the prerequisites for the course stated in the Army Formal School Catalog (DA Pam 351-4) unless a waiver is obtained. In addition, Army personnel must also satisfy applicable provisions of AR 611 series, AR/NGR 350-1, ATRRS, and other pertinent Army policies and regulations.

PART II- ROUTINE PREREQUISITES													
TASK	REGULATION DATA						SOLDIER DATA						
Minimum Aptitude Score (ASVAB) (enter line score per DA Pam 611-21)	CO	CL	FA	GM	MM		CO	CL	FA	GM	MM		
	OF	EL	SC	ST	GT		OF	EL	SC	ST	GT		
Meets color vision requirements (if applicable, DA Pam 611-21)													
Physical demand rating/profile (enter PULHES per DA Pam 611-21)	P	U	L	H	E	S	P	U	L	H	E	S	
DA Form 1059 for all previous required phases for phase/course attending (if applicable)	School code												
	Date of completion												
	Course completed												
	Phase completed												
Soldier has current military and civilian vehicle operator license(s) (if applicable, valid through course end date, enter expiration date) (enter qualification as required per ATRRS SH screen)													

PART III REQUIRED DOCUMENTS	
Security clearance (If applicable, attach as required)	
Permanent profile attendees have copy of MRB (P3,P4) results, with DA Form 3349 signed by his/her commander, and an Army doctor-approved alternate aerobic event for APFT (if applicable)	
All required waivers (if applicable)	
Other requirements (if applicable)	
OTHER REQUIREMENTS OF DA PAM 611-21 NOT PREVIOUSLY LISTED	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	
Other requirements (if applicable)	

I have been counseled and have read all requirements applicable to the course I'm being sent to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent me from successfully completing course requirements.

Student's Signature: _____ Date: _____

I have reviewed the above soldier's qualifications and potential to successfully complete this course; have counseled him/her on these requirements and hereby verify his/her readiness to attend same.

Commanding Officer (typed name)

Date: _____

Signature

Unit commanders will ensure all soldiers, including walk-ons, enrolled in institutional training meet course prerequisites. Soldiers who report for training must have in their possession a completed pre-execution checklist, signed by the soldier and the unit commander. The Pre-execution checklist will be used to verify routine prerequisites such as line scores, PULHES, and DA Form 1059. Unit commander can further certify the completion of prerequisite testing/evaluation (i.e., typing test). Documentary evidence of security clearance, physical profile, and other non-routine prerequisites are required in addition to the pre-execution checklist. The unit commander's signature on the pre-execution checklist will suffice as certification that the soldier meets routine course prerequisites (as stated above) IAW all requirements of the course as listed in DA Pam 351-4 (U.S. Army Formal Schools Catalogue), the ATRRS prerequisite screen, and DA Pam 611-21 for MOSQ courses. Soldiers reporting for training without the checklist signed by the soldier and unit commander will be given seventy-two hours from the report date to provide the checklist with appropriate attachments. Soldiers attending IDT courses will be given until Saturday of the second MUTA-4. After this time, soldiers will be returned to their unit. The pre-execution checklist is a pre-enrollment requirement for all TASS courses/institutions except OCS, CCC, CGSOC, and the resident SGM Course.

Note: To prevent proliferation of non-doctrinal terms/processes that create confusion in the TD and training environments, proponents, contractors, or government/private institutions/individuals working TD and training policy, processes, products, and procedures (to include, but not limited to Force XXI training strategy/initiatives/plans) will not incorporate terminology or processes that are not IAW this regulation and with training doctrine/training development doctrine unless approved by ODCST/ODCSDOC.

Glossary

Section I Abbreviations

AAR	after-action review/report
AATAS	ATRRS Automated Training Application System
AC	active component
ACCP	Army Correspondence Course Program
ADT	active duty for training
AER	Academic Evaluation Report
AGR	Active Guard Reserve
AHS	Academy of Health Sciences
AIT	advanced individual training
AMC	Army Materiel Command
AMEDDCS	Army Medical Department Center and School
ANCOC	Advanced Noncommissioned Officer Course
AOC	area of concentration
APFT	Army Physical Fitness Test
AR	Army Regulation/Army Reserve

ARCOM	Army Reserve Command
ARNG	Army National Guard
AR-PERSCOM	Army Reserve Personnel Command
ARPRINT	Army Program for Individual Training
ASAT	Automated Systems Approach to Training
ASI	additional skill identifier
ASVAB	Armed Services Vocational Aptitude Battery
AT	annual training
ATC	Army Training Center
ATRRS	Army Training Requirements and Resources System
ATSC	Army Training Support Center
bde	brigade
bn	battalion
BNCOC	Basic Noncommissioned Officer Course
BOS	Battlefield Operating Systems
C2	command and control
CA	combat arms
CAC	Combined Arms Center
CAD	course administrative data
CAI	computer assisted instruction
CASCOM	Combined Arms Support Command
CATR	Combat Arms Training Regiments
CATS	Combined Arms Training Strategy
CBI	computer based instruction
CBRS	Concept Based Requirements System
CBT	computer based training
CCC	Captains Career Course
CD-ROM	Compact Disk-Read Only Memory
CDR	commander
CFX	Command Field Exercise
CG	Commanding General
CGSOC	Command and General Staff Officer Course
CLT	common leader training
CMF	career management field
CMI	computer managed instruction
CMP	course management plan
COB	command operating budget
CoC/GOIPR	Council of Colonels/General Officer In Progress Review
CONUS	continental U.S.

CONUSA	continental U.S. Army
CPX	Command Post Exercise
CRC	camera-ready copy
CRI	criterion-referenced instruction
CS	combat support
CSI	computer supported instruction
CSS	combat service support
CTC	combat training center
CTT	common task test
DA	Department of the Army
DCSED	Deputy Chief of Staff for Education
DCSINT	Deputy Chief of Staff for Intelligence
DCSOPS	Deputy Chief of Staff for Operations and Plans
DCSPER	Deputy Chief of Staff for Personnel
DCST	Deputy Chief of Staff for Training
DETP	Displaced Equipment Training Plan
DIV(IT)	Division (Institutional Training)
DoD	Department of Defense
DODD	Department of Defense Directive
DODI	Department of Defense Instruction
DOES	Directorate of Evaluation and Standardization
DSS	Drill Sergeant School
DSSC	Drill Sergeant School Course
DTLOMS	doctrine, training, leader development, organization, materiel, and soldiers
EO	equal opportunity
ETC	Executive Training Council
ETM	extension training material
EUSA	Eighth U.S. Army
FM	field manual
FORSCOM	Forces Command
FRA	Funded Reimbursement Authority
FTX	field training exercise
FY	fiscal year
GOSC	General Officer Steering Committee
GSB	general studies battalion
HHI	higher headquarters' issues
HQ	headquarters
IAW	in accordance with
ICH	instructor contact hours

ICW	interactive courseware
IDT	inactive duty training
IET	initial entry training
IMA	Individual Mobilization Augmentee
IMI	Interactive Multimedia Instruction
IPR	in-process review
IRR	Individual Ready Reserve
ISE	institutional self evaluation
ISR	instructor student ratio
ITC	Instructor Training Course
ITD	Individual Training Directorate
ITP	individual training plan
ITS	individual training strategy
LFX	Live Fire Exercise
LIC	language identifier code
LO	learning objective
LTR	Leadership Training Regiments
MACOM	major Army command
MEDCOM	U.S. Army Medical Command
METL	mission essential task list
MIPR	Military Interdepartmental Purchase Request
MMRB	military medical review board
MOA	memorandum of agreement
MOS	Military Occupational Specialty
MOSQ	MOS Qualified
MOU	Memorandum of Understanding
MTOE	modification table of organization and equipment
MUSARC	Major United States Army Reserve Command
MUTA	multiple unit training assembly
NBC	nuclear, biological, and chemical
NCO	noncommissioned officer
NCOA	Noncommissioned Officer Academy
NCOES	Noncommissioned Officer Education System
NDS	normal duty station
NG	National Guard
NGB	National Guard Bureau
NGPA	National Guard Pay Appropriations
NTC	National Training Center
OAC	officer advanced course

OBC	officer basic course
OCAR	Office of the Chief, Army Reserve
OCONUS	outside continental United States
OCS	Officer Candidate School
OES	officer education system
OIP	Organizational Inspection Program
OJT	on-the-job training
OMA	Operations and Maintenance, Army
OPDE	officer professional development education
OPORD	Operations Order
OPTEMPO	operating tempo
PCC	Pre-Command Course
PDE	Professional Development Education
PE	practical exercise
PERSCOM	Personnel Command
PLDC	Primary Leadership Development Course
POC	point of contact
POI	program of instruction
POTO	plans, operations, and training officer
PSRC	Presidential Selected Reserve Call-Up
PULHES	physical capacity or stamina, upper extremities, lower extremities, hearing, ears, psychiatric
QA	quality assurance
QAPR	Quarterly Army Performance Review
RBE	reply by endorsement
RC	reserve component
RC3	reserve component configured courseware
RCTI	Reserve Component Training Institution
RF	Reserve Forces
RFI	Reserve Forces Intelligence
ROTC	Reserve Officer Training Course
RPA	Reserve Pay Appropriations
RSC	Regional Support Command
RTC	Regional Training Council
RTI	Regional Training Institute
RTS	regional training sites
RTS-M	regional training sites - maintenance
SAT	Systems Approach to Training
SGI	small group instruction
SGL	small group leader

SH	school header
SI	skill identifier
SM	soldier's manual
SMCT	Soldier's Manual of Common Tasks
SMDR	Structured Manning Decision Review
SME	subject matter expert
SOP	standing operating procedure
SQI	skill qualification identifier
SSN	social security number
STP	soldier training publication
STRAP	Systems Training Plan
STX	situational training exercises
TACITS	The Army Centralized Individual Training Solicitation
TADSS	Training Aids, Devices, Simulators, and Simulations
TAG	The Adjutant General
TASS	The Army School System
TATS	The Army Training System
TCC	Training Coordination Conference
TD	training development
TDA	table of distribution and allowances
TDY	temporary duty
TI	technical inspection
TIE	TASS Integration Element
TM	technical manual(s)
tng	training
TO	training observation
TOMA	Training Operations Management Activity
TPU	troop program unit
TRADOC	U. S. Army Training and Doctrine Command
TRAP	Training Resources Arbitration Panel
TRAS	Training Requirements Analysis System
TRR	TRADOC Readiness Report
TSC	Training Support Center
TSP	Training Support Package
TY	training year
UIC	unit identification code
USAJFKSWCS	U.S. Army John F. Kennedy Special Warfare Center and School
USAR	U.S. Army Reserve
USARC	U.S. Army Reserve Command

USAREUR	U.S. Army, Europe
USARPAC	U.S. Army, Pacific
USASMA	U.S. Army Sergeants Major Academy
USASOC	U.S. Army Special Operations Command
VTC	video teleconference
VTT	video teletraining
VTTITC	Video Teletraining Instructor Training Course
WAN	wide area network
WOES	Warrant Officer Education System